



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experience program director for the following position:

HEALTH SERVICES COORDINATOR TEMPORARY ROLE

Title: Health Services Coordinator (Temporary, covering LOA)

Department: Medical

Supervised by: Billing & Credentialing Manager

Supervises: None

Travel Required: Occasionally

Salary Range: \$21.00 to \$28.00

Type: Temporary Full-Time, Non-exempt

Time Frame: 6 months +

The **Health Services Coordinator** is a temporary full-time role that requires someone who shows genuine warmth with patients and has the ability to make them feel comfortable while providing effective and technically competent assistance. The role involves interacting with patients, visitors, guests, employees, and FAIHP clinical providers to ensure smooth communication and patient care. The Health Services Coordinator facilitates the provision of information needed by both patients, clinicians, and other staff, ensuring that all parties have the necessary details to provide effective services. In addition, this position is responsible for ensuring a smooth and well-connected patient flow by assisting the front and back office in tasks such as completing chart abstractions, managing referrals, tracking cases, obtaining authorizations as needed, and filing paperwork. The ideal candidate will have strong organizational skills, the ability to handle multiple tasks simultaneously, and a passion for delivering excellent service to all stakeholders.

MINIMUM REQUIREMENTS:

EDUCATION:

- High School Diploma or GED
- Certification as Medical Assistant preferred
- Active CPR Certification

EXPERIENCE:

- Previous experience in a health care setting as a Medical Assistant, Front Office Staff in a medical facility, or Health Care Aid

LICENSE/CERTIFICATIONS:

- Active CA driver's license (if applicable).

SKILLS:

- Quickly builds and maintains rapport with patients, providers, and staff of differing backgrounds; team player
- Flexible: learns to function at all facilities
- Demonstrated good problem-solving skills
- Demonstrates or develops intermediate computer skills
- Telephone courtesy
- Customer-service oriented
- Proficient with modern office practices and procedures including email
- Attention to detail and excellent follow-through on work tasks
- Able to handle multiple tasks with perseverance and patience
- Clear background check, drug screen, and TB screen.

Posting Date: 03/20/2023

Closing Date- Open until filled



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A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

FAIHP offers a robust benefits package that includes:

- Health Insurance
- Dental Insurance
- Vision
- Life Insurance
- 403(b) retirement
- Vacation
- Sick
- 16 paid holidays per year

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

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